



## Emergency Request – Covid-19 Public Health Emergency

Email to [purchasing@somervillema.gov](mailto:purchasing@somervillema.gov) and upload with online request at:  
<https://www.somervillema.gov/departments/finance/purchasing>

Date \_\_\_\_\_

Budget Line (PS/OM) \_\_\_\_\_

Department Head \_\_\_\_\_

Project Manager \_\_\_\_\_

Vendor Name \_\_\_\_\_

Vendor Email \_\_\_\_\_

Vendor Phone \_\_\_\_\_

MUNIS Vendor# \_\_\_\_\_  
 (or attach W-9)

**Purchase Description – describe the goods, services, scope of work necessary to preserve health or safety of persons or property related to Covid-19 crisis.**

**State how you selected the vendor. Wherever possible, solicit competitive offers or quotes from three vendors. If it is impossible to meet this minimum standard, then explain why.**

**Approximate dollar value of the emergency scope of work. Include estimated quantities and unit costs if buying supplies. Include hourly rate or lump sum price for the service/deliverable.**